



VILLAGE OF BURR RIDGE

APPLICATION FOR SIGN PERMIT

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

☐ Wall Mounted Identification Sign(s) ☐ Ground Mounted Identification Sign(s) ☐ Other Sign(s)

Please also specify type of lighting, if any:

☐ Internally Illuminated ☐ Externally Illuminated ☐ Non-Illuminated

Description:

☐ \$75 Plan Exam Fee Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:

PIN #

All permit applications must be accompanied by a Plat of Survey and 3 sets of plans for all proposed improvements.

Permit Applicant:

Applicant's Address:

Business Phone:

Cell Phone:

FAX:

Email:

The permit applicant may be the sign contractor, tenant, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

Sign Contractor:

Address:

Email:

Phone:

Tenant:

Address:

Email:

Phone:

Property Owner:

Address:

Email:

Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review**. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant

Date of Submittal